1. **PURPOSE**

   A. To provide emergency assistance to public agencies in the metropolitan area.

   B. It is not the policy of the Department to provide resources for routine police activities, such as large parties disturbing, or building searches.

2. **GUIDELINES**

   A. The following guidelines will govern assistance to other valley communities, law enforcement agencies, and public and quasi-public agencies.

      (1) A request for emergency assistance will be referred to a precinct/bureau commander/duty commander or higher-ranking officer for authorization.

      (2) Upon authorization, the commander will ensure a supervisor and adequate personnel are dispatched to the emergency.

         - The primary concern of the responding units will be to stabilize the situation while operating within Department policy.

      (3) Department personnel will be immediately withdrawn when:

         (a) The situation has stabilized.

         (b) The emergency situation is being handled in a manner the supervisor feels is not within the spectrum of sound police practices.

      (4) If extended assistance is necessary, the agency should be informed to contact either the Maricopa County Sheriff's Office (MCSO) or the Department of Public Safety (DPS).

      (5) The authorizing commander will ensure an explanatory entry is made in the duty commander's shift activity e-mail report and a copy is forwarded to the Police Chief.

         - During normal business hours (Monday through Friday, 8 a.m. to 5 p.m.) the report can be made directly.

      (6) Unusual circumstances at the scene of such out-of-city emergencies will be reported by memorandum by the appropriate precinct/bureau supervisor and forwarded to the Police Chief.

      (7) City limits

         (a) For information on the boundaries of the City, an employee may contact the Special Projects Section of the City Real Estate Department during normal business hours.

         (b) Employees may contact the Communications Bureau for boundary information after normal business hours.

3. **ASSISTANCE**: - Assistance will be provided as indicated:

AGENCY	MUTUAL AID PROVIDED
A. MCSO Jail Fire Emergency	• When breathing equipment is required, officers will wait for the Fire Department to arrive with their self-contained breathing apparatus. • Whenever possible, officers will enter the jail with a firefighter, handle police matters, and provide security for firefighters to enable them to extinguish the fire. • At the discretion of the individual officer, emergency entrance to the jail may be made without awaiting the Fire Department.
B. Federal Property	(1) There is concurrent jurisdiction at the Phoenix Indian Hospital, Veteran's Administration (VA) Hospital, and national memorial cemeteries. (2) These locations will not be routinely patrolled but officers will make backups for VA police when requested. (3) Officers will provide police services to these locations when dispatched or otherwise requested to do so, except as provided below: • VA police will be responsible for crimes and related reports under federal statutes for those incidents occurring on VA Hospital property. • Officers will provide wagon service for VA police when requested, but VA police are responsible for all related reports and booking paperwork. • Officers will assist VA police with driving under the Influence (DUI) arrests made on VA property and consider utilizing a DUI van for processing. (4) The federal building that houses the United States (U.S.) Post Office at 522 North Central Avenue is the only federal facility owned or leased in Phoenix. • This building is managed by the General Services Administration under the exclusive jurisdiction of the federal government. • The Department **does** have authorization to execute law enforcement functions on this federal property. (5) In cases where an arrest is necessary and no federal employee is available to make an official complaint, the following individual may be used as the complainant for the federal government and should be listed in the Incident Report (IR): Security Specialist General Services Administration Federal Protective Service Division 522 North Central Avenue, Suite 1208 Phoenix, Arizona 85004 Telephone: (602) 379-3247
C. United States Air Force Installations	Officers will coordinate with military police all law enforcement investigations on local Air Force bases as follows: • Officers conducting investigations on a base will notify the security police upon entering the base. • Felony investigations will be reported to the Air Force Office of Special Investigations (AFOSI) rather than to the security police. • In particularly sensitive cases, both the chief of security police and the AFOSI commander may be contacted at any time. • When detention assistance is needed, officers will make the request to the security police desk. • The security police, under routine situations, will arrange to have the suspect's commander bring the suspect to security police headquarters at a specified time between 8 a.m. and 5 p.m., Monday through Friday. (Officers will be advised of the specific time the suspect may be picked up). • Unless the suspect is wanted immediately on a felony warrant, notification will be made 24 hours in advance. • In situations where the immediate arrest of a military suspect on a military installation is necessary, the security police will escort officers to the suspect or otherwise arrange for the arrest.

3. **ASSISTANCE**: (Continued)

AGENCY	MUTUAL AID PROVIDED
D. Arizona Department Of Public Safety (DPS)	(1) Every effort will be made to assist DPS upon request or when an emergency is observed within the City. (2) When a disagreement arises as to jurisdiction, employees will make appropriate investigations after notifying a supervisor. (There is concurrent jurisdiction under state law.) (3) Refer to Operations Order 7.5.02, Traffic Accident Investigation for accident jurisdiction on the freeways within the City limits. (4) Officers who travel the freeways may take enforcement action on violations they observe but will not routinely patrol the freeways. (5) Officers will provide assistance, upon request, to DPS for traffic direction and control during accident investigations on the freeway and will coordinate all traffic movements with DPS. (6) Officers will cooperate fully with DPS supervisors and officers. (7) Officers will investigate criminal incidents that occur on the freeway. (8) DPS officers may utilize precinct stations, Department Intoxilyzer equipment and operators as needed. (9) Upon request and when manpower is available, the Department will provide wagons within the City limits for DPS arrestees. • Phoenix officers will transport injured DPS arrestees to a Phoenix hospital prior to booking when it is necessary for the security and welfare of all concerned. • The requesting DPS officer will be required to take charge of the arrestee at the hospital during treatment.
E. State Fairgrounds	• Officers will complete criminal reports on offenses committed on the Arizona State Fairgrounds and the Veterans' Memorial Coliseum and will assist DPS officers upon request.
F. Maricopa County Hospital	• Officers will investigate criminal offenses and traffic accidents that occur at the Maricopa County Hospital or upon the hospital grounds.
G. Area Hospitals	Hospitals are required to notify the police department when: • Persons are injured in unreported traffic accidents. • Patients claim to have been mistreated by law enforcement personnel. • The examining physician believes evidence of poisoning exists. • The examining physician believes a patient has abused the use of drugs or narcotics. • Patients appear to have been involved in illegal activity causing injury, such as wounds from stabbing, gunshot wounds, etc. • The examining physician feels suicide has been attempted. • There is evidence of sexual or criminal assault. • The examining physician believes a patient is the victim of child abuse or child neglect. • An injury has occurred on City property or where the City may be liable for an injury. • A City employee is injured in the line of duty. • A death is classified as a Medical Examiner's case.
H. Arizona State Hospital	(1) Officers will respond to requests for police service, perform the initial investigation, and take appropriate police action on criminal or traffic offenses. (2) Traffic accidents on State Hospital grounds will be investigated as private-property accidents. (3) The Violent Crimes Bureau (VCB) or the Medical Examiner's Office (OME) will make death reports as required. • When no investigators are available from VCB or OME, a supervisor may authorize patrol officers to complete death reports.

3. **ASSISTANCE**: (Continued)

AGENCY	MUTUAL AID PROVIDED
H. Arizona State Hospital (Continued)	(4) A missing person IR will be completed on all escapees from the State Hospital. (5) Persons are considered escapees only if they are in the State Hospital under a court order and then escape. (a) A person who leaves the State Hospital while under voluntary commitment cannot be considered an escapee. (b) Officers will ask the person reporting the escape whether the subject should be considered dangerous and note the reporting person's name and response in the IR. (c) If the escapee is considered dangerous, the responding officer will contact the radio supervisor and request the Department's Public Affairs Bureau (PAB) be informed of the escape. (d) Normally, the Arizona State Hospital will prepare their own media release concerning State Hospital escapees. (e) All inquiries should be referred to the hospital staff. (f) The State Hospital staff will fax a waiver affidavit to the Missing Persons Detail on the next business day. (g) When the escapee is located, the State Hospital staff should be notified at 602-220-6100 so they can make proper transportation arrangements. • An Incident Supplement will be completed.
I. Phoenix Military Reservation and the Arizona Military District	(1) DPS and the Department have concurrent jurisdiction on the Phoenix Military Reservation and Arizona Military District. (2) The general boundaries for this area are 52nd Street on the West to 64th Street on the East from Moreland Street (1200 North) to Oak Street (2300 North).
J. Arizona Department of Corrections	(1) The following procedures will be used when responding to calls at the Arizona State Prison's Complex Facility at 2500 East Van Buren: (a) Immediate response should be made directly to the prison for emergency assistance calls such as an escape in progress, a riot, or serious situation involving inmates. (b) The Arizona State Prison (ASP) duty sergeant in the front office will direct the officers to the incident location. (c) Officers will retain service weapons when handling emergency situations. (2) All non-emergency calls for service at the facility are to be handled as routine calls. (a) The ASP staff will meet responding officers and direct them to the crime scene, where they will conduct the original investigation. (b) A Department supervisor will determine if additional officers and/or technical service will be required for serious crimes. (3) Follow-up investigation of incidents that occur on the prison grounds will be conducted by VCB personnel. (4) The staff at the facility has been instructed to call Crime Stop when an escape occurs and to provide names, descriptions, locations, and any other necessary information. (a) Communications will broadcast this information and dispatch officers to the scene. (b) The first officer on the scene will obtain and broadcast a revised description and direct other responding units to needed locations

3. **ASSISTANCE**: (Continued)

AGENCY	MUTUAL AID PROVIDED
J. Arizona Department of Corrections (Continued)	(4) (c) If no other crime was committed and the escapee has not been apprehended, Phoenix officers will not complete an IR. (5) When a recent (within hours) escapee from the facility is apprehended, they will be booked into Intake, Transfer, Release (ITR) and ASP will be notified. • The charge for escape (Arizona Revised Statute (ARS) 13-25), "Hold for ASP", and other appropriate charges will be entered in the booking. (6) An IR will be completed by the officer with call disposition.
K. Arizona State University's (ASU) Department of Public Safety	(1) Police officers of ASU's Department of Public Safety are peace officers of the State of Arizona empowered by state law with the same authority as any other state, county, or municipal peace officer in accordance with ARS 1-215 (28). (ASU West campus is located at 4701 West Thunderbird Road and ASU downtown campus is located at 502 East Monroe Street, Room 250). (2) Officers will cooperate with ASU's DPS in the delivery of police services to university properties located within the City. (3) The delivery of routine police service to university properties located within the City boundaries will be the responsibility of ASU's DPS. (4) Phoenix officers will provide the following assistance to ASU's DPS: • Backups to prevent injury or death to a university officer • Transportation of university police criminal suspects to a precinct station or local hospital for treatment • Security for criminal suspects transported to a precinct will be the responsibility of the university police upon arrival at the precinct or resource bureau • Injured criminal suspects transported to a hospital will be the responsibility of the university police upon the arrestee's arrival at the hospital • Completion of appropriate police reports for criminal offenses and major traffic violations observed by university police, such as those violations that may result in serious injury or death, occurring within the City but outside university property • Intoxilyzer tests to driving under the influence (DUI) suspects arrested by university police officers, upon request (5) Phoenix officers will assume responsibility for any criminal investigation when a dispute arises with the university police reference appropriate jurisdiction. (6) Phoenix officers will be responsible for the completion of all Department paperwork when reporting a crime. (7) Phoenix officers may supplement university police reports using Department report forms when information is obtained and reported by investigating Phoenix officers. (8) When a criminal arrest is made off campus by university police officers, university officers will use ASU police report forms to document their involvement in the arrest unless specifically requested by Phoenix officers to use Department report forms
L. Maricopa County Adult Probation Department	(1) It is the expectation of the Department that probation officers or surveillance officers will be physically present at locations where Phoenix officers are requested to assist. (2) Adult probation officers have the authority of peace officers in the performance of their duties and may carry concealed firearms. (3) Generally, requests for assistance from probation officers will be one of the following: • Assist probation officers in arresting a probationer, either at the office or in the community, when an outstanding warrant exists and the probation officer believes there is a likelihood of resistance or danger of physical violence. • Assist probation officers in warrantless arrests of probationers when exigent circumstances require the immediate arrest of the probationer and the probation officer believes there is a likelihood of resistance or danger of physical violence. • Continued on next page

3. **ASSISTANCE**: (Continued)

AGENCY	MUTUAL AID PROVIDED
L. Maricopa County Adult Probation Department (continued)	• Act as a backup when probation officers request assistance in serving search warrants and conducting warrantless searches of a probationer's person or residence when there is any likelihood of resistance or danger of physical violence, (police officers should be primarily concerned with maintaining peace and should avoid becoming actively engaged in searches; however, for officer safety, officers should frisk all subjects for weapons). • Assist probation officers when a probationer or other persons, such as friends or family members, become disruptive and the threat of physical violence is present. • Respond to an emergency call by probation officers requiring immediate backup for a volatile or potentially violent confrontation with a probationer or other person/s. (4) Additionally, police officers will follow these guidelines: • Because probation officers have peace officer authority, in accordance with ARS 12-253 and the same authority to arrest as police officers, probation officers **should** process any arrests they make. • Police officers will assist probation officers by transporting arrestees to a jail facility, but probation officers should complete and submit their own arrest paperwork. • Surveillance officers also have the authority of peace officers relating to intensive probation probationers under their supervision; however, surveillance officers must have the prior approval of a probation officer (approval can be obtained by the telephone or radio) before an arrest is made of the probationer. • Probation officers do not need to be present when surveillance officers make an arrest, but Phoenix officers assisting surveillance officers will verify through the surveillance officer the arrest has been approved by a probation officer. • Surveillance officers **should** process any arrests they make. • When circumstances are such that **new** charges are sought against the probationer or other person/s, such as drug offenses, assault, disorderly conduct, etc., police officers will take custody of the arrestee, complete all the necessary paperwork and impounding, and book the subject/s. • Probation/surveillance officers should supplement police officers' DRs to substantiate their probable cause for the search/arrest. (5) Police officers should exercise extreme caution when assisting probation and surveillance officers and should ensure sufficient police personnel are present to handle the situation.
M. Federal Bureau of Investigation (FBI)	(1) The FBI investigates violations of more than 200 categories of federal statutes and officers will, with the concurrence of a supervisor, contact the FBI immediately regarding federal crimes of concern to them. (2) Offenses involving aircraft under jurisdiction of the FBI include: (a) Hijacking - Seizure or attempted theft by force or violence of any private aircraft being used commercially or any commercial aircraft, whether in flight or on the ground. (b) Theft - Transportation of a stolen aircraft in interstate or foreign commerce, transportation of a stolen aircraft across a state line, and the receiving, concealing, storing, selling, or disposing of stolen aircraft. (c) Carrying Concealed Weapon - Any person boarding or attempting to board any commercial aircraft found to have on or about their person a concealed or dangerous weapon; an exception to this would be law enforcement officials. (d) Destruction of Aircraft or Facilities - Destruction of or the attempt to destroy, with intent, any aircraft that is engaged in interstate commerce or any shop, landing area, or other facility used in the operation of such aircraft. (e) False Reports - Any person for making or causing to be made any letter, telephone call, or verbal statement threatening to hijack or damage an aircraft or related facilities, or bomb threats against aircraft, including "practical jokers. " (f) Stowaways - Any person who stows away on any aircraft entering or leaving the United States, including military or commercial aircraft.

3. **ASSISTANCE**: (Continued)

AGENCY	MUTUAL AID PROVIDED
M. FBI (Continued)	(g) Cargo Theft - Theft of merchandise being shipped in interstate or foreign commerce by aircraft or the receiving or possession of such property. (h) Interference with Flight Crews - 14 Code of Federal Regulations under Part 91.11 states, "No person may assault, threaten, intimidate, or interfere with a crew member in the performance of the crew member's duties aboard an aircraft being operated." (2) Any criminal act committed on federal property or a federal reservation will be referred to the FBI. (3) Federally insured banks are under the jurisdiction of the FBI.
N. Bureau of Alcohol, Tobacco, and Firearms (ATF) **(Federal Firearms Regulations)**	(1) Enforcement of all federal firearms regulations is the responsibility of the ATF. (2) Officers who respond to a call of theft, burglary, or robbery at a retail business or pawn shop in which firearms have been taken should contact the VCB desk Sergeant and obtain the contact for the on-call Crime Gun Intelligence Unit (CGIU) supervisor. Once notified, CGIU personnel will notify the ATF immediately and coordinate a response, when necessary. • ATF requests that crime scene processing be suspended until an ATF agent arrives to participate jointly in the investigation. (3) It is illegal to possess the weapons or devices listed below unless they have been registered with ATF. • Machine guns, including those unserviceable and deactivated • Pistol with a shoulder stock (cap and ball revolvers, new/old, are excluded.) • Rifle or shotgun less than 26 inches in overall length • Shotgun with a barrel less than 18 inches in length • Rifle with a barrel less than 16 inches in length • Combination rifle-shotgun with a barrel less than 18 inches in length • Any item other than conventional pistols or revolvers capable of firing a shot and being concealed • Any explosive device, incendiary bomb, mine, grenade, or mortar • Any muffling or silencing device designed for use on firearms of any type **EXCEPTION**: Weapons manufactured prior to 1898 or replicas of antique weapons need not be registered. (4) Proper registration can be determined by examining the ATF registration form, which should accompany the weapon and be in the possession of the owner. (5) If a person is found in possession of any unregistered weapon noted above, officers will contact an agent of ATF by calling their 24-hour telephone number listed in the local telephone directory. (6) If there are no state or city charges that can be brought against a person in possession of illegal firearms, the suspect may be booked on the federal charges if the detention is deemed necessary for the safety of the public. (7) Bookings on federal charges will be authorized by a supervisor prior to booking. It will be the responsibility of the arresting officer to notify a federal agent immediately when such an arrest is made so that federal charges may be filed within the 24-hour time limit. (8) If immediate arrest is unnecessary, an IR will be completed, the firearm impounded, and a copy of the IR forwarded to ATF for follow-up. (9) Any illegal firearm that comes into the possession of an officer will be seized and impounded as contraband.

3. **ASSISTANCE**: (Continued)

AGENCY	MUTUAL AID PROVIDED
N. ATF (Continued) **(Federal Firearms Regulations)**	(10) Under Title 18, U.S.C., Chapter 44, Section 921(20), the following persons are prohibited from owning or possessing a firearm: • Any person convicted of a felony offense as determined by the laws of the jurisdiction in which the proceedings were held (Any conviction that has been expunged or set aside or for which a person has been pardoned or has had civil rights restored does not apply). • Any person who has received a dishonorable discharge from the military • Any person who has been adjudged as mentally incompetent • Any former citizens of the United States who have renounced their citizenship • Any alien illegally in the country **NOTE:** If the status of a prohibited possessor cannot be verified, an IR will be completed, and the firearm impounded as evidence (see TM5, Robbery Investigations, section 12).
O. Homeland Security Investigations (HSI)	• The investigation and enforcement of federal laws relating to illegal entry and residence in the United States is specifically assigned to HSI. • The goal of the Department is to ensure the safety of all residents of Phoenix. • The Department provides law enforcement services and enforces the laws of the City and State, as well as upholds the United States Constitution.
P. T Visa and U Visa Certifications	(1) Available through the United States Citizenship and Immigration Services (USCIS) for immigrants who are current or former victims, and affected eligible family members, of human trafficking (sex or labor trafficking) or other crimes, and who are assisting law enforcement authorities with the investigation or prosecution of the human trafficking/other criminal activity (2) The Department recognizes the value of completing T visa and U visa certifications and in supporting immigrant victims of crime who are helpful in an investigation or criminal prosecution; therefore all requests for T visa certifications (USCIS Form I-914B) and U visa certifications (USCIS Form I-918B) will be assigned to Community Engagement Bureau (CEB) staff who will determine if the applicant meets the conditions required on the applicable form. • See Operations Order 6.6.00, Immigration Procedures, for more information on T visa and U visa certifications.
Q. U.S. Marshal Service	The U.S. Marshal Service will assume responsibility for the following federal violations: • Federal judges and their courts • Apprehension and prosecution of escaped federal prisoners • Apprehension of federal parole violators • Apprehension of federal probation violators • Apprehension of federal bond defaulters • Apprehension of federal failure to appear violators Notification to the U. S. Marshal Service may be made 24 hours a day by calling 602-382-8767.
R. Postal Service	(1) The Postal Inspection Service has jurisdiction over the following offenses that relate to the postal establishment: • Post office burglary or robbery • Assault on a mail custodian • Theft and/or possession of mail or pouches stolen from post offices and from rural, star route, apartment houses, or street letter boxes • Theft and/or possession of stolen Post Office Department property • Obstruction of the mail and/or correspondence • Forgery of U. S. Postal Money Orders or Postal Savings Certificates • Fraudulent use of the mail • Obscene, extortionate, lottery, and defamatory or libelous matter in the mail • Explosives, infernal machines, poisons, narcotics, etc. in the mail • Depredations (plunder) of the mail by postal employees or others not employed by the Postal Service • Willful damage to letter and rural mailboxes or the theft of such boxes (2) If there is doubt or disagreement regarding jurisdiction, officers will complete an IR.

3. **ASSISTANCE**: (Continued)

AGENCY	MUTUAL AID PROVIDED
R. Postal Service (Continued)	(3) The Postal Inspection Service should be advised of all postal crimes, non-postal criminal offenses committed by postal employees, and, if possible, catastrophes such as fire, flood, etc. that might adversely affect the operation of the Postal Service. (4) A postal inspector can be contacted at 1-877-876-2455 and selecting option 2 when prompted. • This telephone number is available 24-hours a day, 7-days a week.
S. Secret Service	(1) The United States Secret Service requests notification at any time (day or night) at 602-640-5580 when any of the federal crimes listed below occur. (2) Additional contact numbers are available through the Communications Bureau radio supervisor in the event an agent does not respond to a request for assistance within a reasonable period of time. • Threats against the President, the Vice President, or the President-elect, or the Vice President-elect • Counterfeit United States or foreign currency, coins, stamps, or other obligations • Forged or altered U.S. Treasurer's checks, bonds, or other securities • Mutilated or altered United States or foreign currency or coins • Photographs or other reproductions of United States currency, stamps, bonds, checks, or other government securities without special authority • Fraud related to the use of credit cards or bank access devices and counterfeiting of credit cards and bank access devices
T. City of Phoenix Park Rangers	ARS 9-500.03 and Phoenix City Code 2-6 give City of Phoenix Park Rangers' authority to issue tickets, (ATTC and NOV) for violations of the Phoenix City Code that occur within City Park boundaries. • Park Rangers do not have peace officer status and their powers of arrest in all other situations are limited to that of a citizen • Park Rangers have access to the Department radio frequencies and may request the assistance of officers when necessary. • When an officer responds to assist regarding a criminal violation, the officer will be responsible for conducting the investigation, impounding any property, and completing all appropriate paperwork (the Park Ranger may be asked to write a supplement). • When an officer responds because a suspect refuses to sign a criminal ATTC, the officer will proceed according to existing Department policy. • In all cases, prior to taking enforcement action, officers must ensure all elements of the offense are present and the action to be taken is lawful and consistent with Department policy. • Any disputes or conflicts concerning procedures will be resolved by a police supervisor. • Officers may provide Park Rangers with driver's license information only when the information is needed to further an investigation or to complete a ticket (Officers will not release criminal history record information to Park Rangers).
U. Maricopa County Superior Court Pretrial Services Agency	• Pretrial Services Officers must be present at locations where Phoenix officers are requested to assist. • Pretrial Services Officers are officers of the court but are not armed, nor do they have peace officer status or the same authority to arrest. • Generally, requests for assistance will be one of the following: * Arresting felony failure to appear subjects, when an outstanding warrant exists. * Warrantless arrest of subjects when exigent circumstances require the immediate detention of the subject. * Act as back-up to Pretrial Services Officers who are making potentially dangerous contacts. * Respond to emergency calls for assistance that require immediate back-up by police officers. • In arrest situations police officers must complete all associated paperwork and transport the arrestee to the jail facility. * In warrantless arrest situations the Pretrial Services Officer will contact a judge after the subject is in custody to have an immediate arrest warrant issued.

Last Organizational Review: